

## Office Jobs in Norway with Free Visa Sponsorship 2024

### Job Location

Norway

Remote work from: IN; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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### Base Salary

USD 45 - USD 50

### Qualifications

High School, 10th, 12th Pass, Graduate Depends upon Position

### Employment Type

Full-time, Part-time

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### Hiring organization

Salesforce

### Date posted

August 12, 2024

### Valid through

31.12.2050

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## Description

# Office Administrator

### Job Summary:

We are seeking a highly organized and efficient Office Administrator to join our team in Norway. As an Office Administrator, you will be responsible for providing administrative support to our team, ensuring the smooth operation of our office, and maintaining a high level of professionalism and customer service. This is a full-time position with a competitive salary and benefits package, including free visa sponsorship for 2024.

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## Key Responsibilities:

### Administrative Support:

- Provide administrative support to the team, including preparing and distributing documents, reports, and presentations
- Manage and maintain accurate and up-to-date records and databases
- Coordinate travel arrangements, meetings, and events
- Perform general administrative tasks, such as photocopying, scanning, and filing

### Office Management:

- Manage the day-to-day operations of the office, including maintaining office supplies and equipment
- Ensure the office is organized, clean, and tidy
- Coordinate with facilities management to resolve any maintenance or repair issues

### Visa Sponsorship[ Jobs 2024

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#### **Customer Service:**

- Provide exceptional customer service to clients, visitors, and colleagues
- Respond to inquiries and resolve issues in a timely and professional manner
- Maintain a high level of confidentiality and discretion when dealing with sensitive information

#### **Communication:**

- Develop and maintain effective relationships with colleagues, clients, and stakeholders
- Communicate effectively through verbal and written means, including email, phone, and in-person interactions

### **Requirements:**

#### **Education:**

- Bachelor's degree in Business Administration, Office Management, or a related field

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#### **Experience:**

- At least 2 years of experience in an administrative role, preferably in an office setting
- Experience with Microsoft Office Suite, particularly Word, Excel, and PowerPoint

#### **Skills:**

- Excellent organizational and time management skills
- Strong communication and customer service skills
- Ability to work independently and as part of a team
- High level of attention to detail and accuracy
- Ability to maintain confidentiality and discretion

#### **Language:**

- Fluency in Norwegian and English (written and spoken)

### **What We Offer:**

#### **Competitive Salary:**

- A competitive salary package, commensurate with experience

**Benefits:**

- A comprehensive benefits package, including health insurance, pension, and paid time off

**Free Visa Sponsorship:**

- We offer free visa sponsorship for 2024, making it easier for international candidates to join our team

**Career Development:**

- Opportunities for professional growth and development in a dynamic and supportive work environment

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